

**Town of Needham
Employment Eligibility Policy
Personnel Administration #104**

1. PURPOSE AND SCOPE

The purpose of this document is to establish employment procedures in accordance with the Immigration Reform and Control Act of 1986 which requires that employers verify the employment eligibility of prospective employees. This law sets forth the requirements for eligibility to work in the United States.

2. APPLICABILITY

This policy applies to all General Government employees.

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

It is the Policy of the Town of Needham that new employees must provide the Personnel Department with proof of authorization to work in the United States prior to beginning employment with the Town, as mandated by federal law.

5. PROCEDURES

- 5.1 After making an offer of employment, the department manager/designee should verify the candidate's eligibility to work in the United States, using the "Employment Eligibility Form" (I-9 Form).
- 5.2 The department manager/designee should outline the purpose of the form and give the candidate the Employment Eligibility Information Sheet (Attachment A).
- 5.3 The department manager/designee should complete the I-9 form and verify the documentation submitted. Acceptable documentation is as follows:

Any **ONE** of the items in Section (A):

SECTION A

- a. a U.S. passport;
- b. a certificate of U.S. citizenship;
- c. a certificate of naturalization;

- d. an un-expired foreign passport with attached employment authorization; or
- e. an alien registration card with photograph.

OR

One item from Section (B) **AND** one item from Section (C):

SECTION B

- a. a state-issued driver's license or a state- issued ID card with photograph or descriptive information including name, sex, date of birth, height, weight, and color of eyes;
- b. a U.S. military card; or
- c. other similar document which establishes identity;

SECTION C

- a. an original Social Security Card (except for one which states that it is not valid for employment);
- b. a birth certificate issued by state, county or municipal authority, bearing a seal or other certification; or
- c. an un-expired Immigration and Naturalization Service employment authorization.

5.4 Prospective employees must sign the I-9 form and provide the appropriate documentation on the first day or prior to beginning work.

5.5 The department manager should stress during the interview that all offers of employment are contingent on the candidate's providing the Town with the appropriate documentation prior to being placed on the payroll. This statement should be included in the offer letter, where applicable.

5.6 Documentation provided with the I-9 should be photocopied and attached to the I-9. Such documentation will not become a part of the employee's personnel file but will be maintained by the Personnel Department in chronological order.

Employment Eligibility Information Sheet

The Immigration Reform and Control Act of 1986 mandates that the Town of Needham, as an employer, document that all employees are eligible to work in the United States.

You will be expected to provide the following information before your first day of work. Please make sure to bring these documents, because you will not be allowed to begin employment without them. Thank you for your cooperation in this matter.

You will need to provide either **ONE** document from Section (A) **OR** One document from Section (B) **AND** One document from Section (C).

SECTION (A)

- a. a U.S. passport;
- b. a certificate of U.S. citizenship;
- c. a certificate of naturalization;
- d. an un-expired foreign passport with attached employment authorization; or
- e. an alien registration card with photograph.

SECTION (B)

- a. a state-issued driver's license or a state- issued ID card with photograph or descriptive information including name, sex, D.O.B, height, weight, and color of eyes;
- b. a U.S. military card; or
- c. other similar document which establishes identity.

SECTION (C)

- a. an original Social Security card (except for one which states that it is not valid for employment);
- b. a birth certificate issued by state, county or municipal authority, bearing a seal or other certification; or
- c. an un-expired Immigration and Naturalization Service employment authorization.